

TRAVEL EXPENSE CLAIM

See Instructions and *Privacy
Statement below

STD.262 (REV. 6-93c)

Page of Pages

CLAIMANT'S NAME Lynn L. Jacobs				SOCIAL SECURITY NUMBER				DEPARTMENT HCD					
POSITION Director			Bargaining Unit # E 99		DIVISION OR BUREAU Executive Office				INDEX 5103		PCA 50001		
RESIDENCE ADDRESS				HEADQUARTERS ADDRESS 1800 Third Street, Suite 450				TELEPHONE NUMBER 916 445-4775					
CITY Sacramento			STATE CA		ZIP CODE		CITY Sacramento			STATE CA		ZIP CODE 95811	

(1) MONTH /YEAR		(2) DATE	(3) TIME	(4) LOCATION WHERE EXPENSES WERE INCURRED	(5) LODGING	(5) MEALS			(6) INCIDENTALS	(7) TRANSPORTATION				(8) BUSINESS EXPENSE	(9) TOTAL EXPENSES FOR DAY
						BREAK-FAST	LUNCH	O.T., L/T, NC, RELO. OR DINNER		(A) COST OF TRANS	(B) TYPE USED	(C) CARFARE TOLLS, PRKG	(D) PRIVATE CAR USE MILES AMOUNT		
Mar-10				Sacramento							PC	6.00	4 2.00		8.00
3/3	0400			Drove to Sacramento A/P							PC		10 5.00		5.00
				Sacramento to Santa Ana									-		-
3/4				Los Angeles						17.87	RC		-		17.87
3/5				Ventura											-
3/8				Santa Barbara to Sacramento							PC	45.00	12 6.00		51.00
	0816			End of Trip									-		-
3/9				Sacramento							PC	8.75	4 2.00		10.75
3/10	0900			Sacramento to Oakland							PC	4.00	159 79.50		83.50
	1600			End of Trip									-		-
3/11				Sacramento							PC	10.50	4 2.00		12.50
3/12				Sacramento							PC	7.50	4 2.00		9.50
	0945			Sacramento to Davis							PC		29 14.50		14.50
	1200			End of Trip									-		-
													-		-
(10) SUBTOTALS				-	-	-	-	-	-	17.87	-	81.75	226.00 113.00	-	212.82
COLUMN CODE (ACCTG USE ONLY)															

CLAIM TOTAL

\$ 212.62

(11) PURPOSE OF TRIP, REMARKS AND DETAILS

3/2 - Director attended meetings in Sacramento. 3/3 - Flight from Sacramento to Santa Ana for Speaking Engagement in Huntington Beach...IMN CA Municipal Finance Conference. 3/4 - SCAG meeting in Los Angeles. 3/5 - Early AM meeting in Ventura...Returned Rental Car. 3/8 - Flight from Santa Barbara to Sacramento ...drove to HQ. 3/9 - Sacramento meetings. 3/10 - Drove from Sacramento to Oakland and back for Speaking Engagement / Grand Opening Iron Horse at Central Station Project. 3/11 - Senate Budget Hearing. 3/12 - Drove from Sacramento and back from Davis for meeting with Glenda Humiston (State Director USDA)...meetings in Sacramento.

(12) NORMAL WORK HOURS

8:00 AM - 5:00 PM

(13) PRIVATE VEHICLE LICENSE No.

(14) MILEAGE RATE CLAIMED

0.5

AGENCY ACCOUNTING OFFICE
USE ONLY

PAID BY REV. FUND CHECK No.

(15) I HEREBY CERTIFY That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage.

CLAIMANT'S SIGNATURE

Lynn L. Jacobs

DATE

03/29/10

(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT

Elliott Mandell

DATE

03/29/10

(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE and TITLE (See Item 17 on reverse)

DATE

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(2)				BREAK- FAST	LUNCH	O.T., L/T, NC, RELO. OR DINNER		(A) COST OF TRANS	(B) TYPE USED	(C) CARFARE TOLLS, PRKG	(D)			
DATE	TIME										MILES	AMOUNT		
Mar-10		Sacramento						PC	12.00	4	2.00		14.00	
3/18	0530	Drove to Sacramento A/P						PC		12	6.00		6.00	
		Sacramento to Burbank												
3/19		Camarillo												
3/21		Burbank to Sacramento					21.37	RC	36.00				53.37	
	1820	End of Trip						PC		10	5.00		5.00	
3/23		Drove from Sacramento to San Jose						PC		232	116.00		116.00	
											-		-	
											-		-	
											-		-	
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											-		-	
											-		-	
											-		-	
											-		-	
(10)	SUBTOTALS		-	-	-	-	-	21.37	-	48.00	258.00	129.00	-	198.37

COLUMN CODE (ACCTG. USE ONLY)

CLAIM TOTAL

\$ 198.37

(11) PURPOSE OF TRIP, REMARKS AND DETAILS

3/17 - Meetings in Sacramento. 3/18 - Drove to Sacramento A/P for flight to Burbank for meetings
3/19 - Speaking Engagement in Camarillo and Ventura meetings. 3/21- Flight from Burbank to
Sacramento HQ 3/23 - Drove from Sacramento to San Jose and back with staff for meetings.

(12) NORMAL WORK HOURS

8:00 AM - 5:00 PM

(13) PRIVATE VEHICLE LICENSE No.

(14) MILEAGE RATE CLAIMED

0.5

AGENCY ACCOUNTING OFFICE

USE ONLY

PAID BY REV. FUND CHECK No.

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